

INTERAGENCY FOREIGN SERVICE NATIONAL EMPLOYEE POSITION DESCRIPTION				
Prepare according to instructions given in Foreign Service National Handbook, Chapter 4 (3 FAH-2)				
1. POST UGANDA		2. AGENCY USAID		3a. POSITION NO.
3b. SUBJECT TO IDENTICAL POSITIONS? AGENCIES MAY SHOW THE NUMBER OF SUCH POSITIONS AUTHORIZED AND/OR ESTABLISHED AFTER THE "YES" BLOCK. <input type="checkbox"/> Yes <input type="checkbox"/> No				
4. REASON FOR SUBMISSION <input type="checkbox"/> a. Redescription of duties: This position replaces Position No. _____ (Title) _____ (Series) _____ (Grade) <input type="checkbox"/> b. New Position <input checked="" type="checkbox"/> c. Other (explain) Update _____				
5. CLASSIFICATION ACTION	Position Title and Series Code		Grade	Initials
a. Post Classification Authority	Project Development Assistant, FSN-4005		FSN-8	
b. Other				
c. Proposed by Initiating Office				
6. POST TITLE POSITION (if different from official title)		7. NAME OF EMPLOYEE Vacant		
8. OFFICE/SECTION Development Objective 3 (DO3)		a. First Subdivision HHE Office		
b. Second Subdivision		c. Third Subdivision N/A		
9. This is a complete and accurate description of the duties and responsibilities of my position.  _____ Typed Name and Signature of Employee      Date(mm-dd-yy)		10. This is a complete and accurate description of the duties and responsibilities of this position.  Mariella Ruiz-Rodriguez, SubTL _____ Typed Name and Signature of Supervisor      Date(mm-dd-yy)		
11. This is a complete and accurate description of the duties and responsibilities of this position. There is a valid management need for this position.  Karen Klimowski, DO3 TL _____ Typed Name and Signature of Section Chief/Head      Date(mm-dd-yy)		12. I have satisfied myself that this is an accurate description of this position, and I certify that it has been classified in accordance with appropriate 3 FAH-2 standards.  Edward Michalski, Sup. EXO _____ Typed Name and Signature of Human Resources Officer      Date(mm-dd-yy)		
13. BASIC FUNCTION OF POSITION See attached.				
14. MAJOR DUTIES AND RESPONSIBILITIES See attached.  (continue on blank sheet)				

**BACKGROUND:**

The President’s Emergency Plan for AIDS Relief (PEPFAR) is the largest commitment ever by a nation toward an international health initiative for a single disease. The initiative, currently in its eighth year, reflects a multifaceted approach to combating the disease in more than 100 countries around the world. The strategy places an intensified approach on 15 focus countries in Africa, the Caribbean and Asia that represent approximately half the world’s HIV infections. The goal of the PEPFAR is to treat 6 million HIV-infected individuals, prevent 12 million new infections and to provide care and support for 12 million HIV-infected individuals and orphans. Uganda is one of the PEPFAR focus countries. With PEPFAR support, Uganda has seen an unprecedented increase in access to quality HIV/AIDS care currently reaching over 700,000 HIV-infected individuals of whom over 400,000 receive anti-retroviral therapy. The program has further facilitated expansion of HIV prevention activities with the main focus currently on rapid roll out of science driven and high impact initiatives. Uganda is the second largest of the 15 focus countries in terms of funding. Under the Emergency Plan, Uganda receives approximately \$280 annually to support a comprehensive HIV/AIDS prevention, treatment and care program. Starting in 2008, Uganda also became a Presidential Malaria Initiative (PMI) country with an annual budget of \$20million. Funding levels allocated to the U.S. Agency for International Development for FY12 is approximately \$120 million. USAID/Uganda’s Office of Health HIV/AIDS and Education (HHE) is an integrated program that combines, HIV & AIDS, child survival, malaria, tuberculosis, population and maternal and child health as well as basic education activities.

In Uganda a consortium of United States Government (USG) agencies is charged with coordinating and managing PEPFAR under the leadership of the US Ambassador. These agencies include USAID, the Centers for Disease Control and Prevention (CDC), the Peace Corps, the Department of State (DOS) and the Department of Defense (DOD). The goal is to develop and implement one coherent USG HIV/AIDS program in Uganda combining the comparative strengths and capabilities of all the government agencies. The Chief of Mission (COM) provides overall guidance to the interagency team and the PEPFAR Coordination Office facilitates complementarities among the various activities by the USG agencies, host government and other HIV/AIDS donors in Uganda.

**13. BASIC FUNCTIONS OF THE POSITION**

This position description reflects one Project Development Assistant (PDA) position located in the Office of Health HIV/AIDS and Education (HHE) at USAID/Uganda. The position is assigned to the Program Support Unit within HHE, but at any given time may be moved to the overall office area of most need. The incumbent provides administrative support as well as program, project, and financial support across assigned activities; and performance monitoring. The PDA’s primary responsibility is to provide administrative and project support to members of the assigned team, up to the limits of their training and skill level. This may include assistance with administrative tasks, management, implementation, and helping direct any of the program/project activities within the teams. The PDA is a critical member of the HHE office, and of the Program Support Unit team.

PDAs are not intended to provide clerical support services to the HHE team. These functions are reserved for secretarial staff, for example: telephone reception, time & attendance, all travel-related preparation and vouchers, scheduling, and document tracking. Unlike secretarial support staff, PDA functions focuses on project support being managed by AOR/CORs and Team Leaders.

**14. MAJOR DUTIES AND RESPONSIBILITIES**

**% OF TIME**

a. Program/Project Management Assistance – 70 %

The principal responsibility of the PDA is to provide support to the administration and oversight of all assigned section activities and projects, to identify problems that may be encountered in the implementation process of the projects under HHE, and to recommend corrective actions. PDAs draft, with guidance from AOR/CORs, documents related to program planning, implementation, and management, including memoranda, letters, MAARDs, analyses, etc. PDAs work with secretarial staff to manage electronic and hard-copy filing systems for their section, a primary responsibility of secretarial positions. PDAs provide administrative input in coordinating aspects of the HHE portfolio, specifically providing support related to program monitoring and implementation, partner communications, and interfacing with relevant support offices. PDAs are the principal responsible parties for the Global Acquisition and assistance System (GLAAS) in support of the HHE actions. Participates in the development of evaluation plans and assessments, and actively participates in their implementation. PDAs provide assistance to the Team Leader and team members to prepare routine reports, including all USAID and PEPFAR annual reporting (OP, MOP, COP), budget preparation, quarterly accruals reports, briefing preparation, presentations, and other requirements.

Participates fully with AOR/CORs in maintaining project records and status reports, including quarterly technical and financial reports, accruals, and budget tracking tables; preparing and updating project documentation; and, tracking contractor expenditure and budgets. In addition, collects information from other sources (implementing partners, donors, GOU, etc.) as needed to identify opportunities to strengthen team programs/projects.

b. Information management – 15%

PDAs play a substantive role in monitoring developments in the relevant sector, helping to maintain data in team database systems. PDAs help to monitor, review/proof read, draft reports, evaluate pertinent issue, and provide information to other PDAs in the HHE office. PDAs summarize information in written and oral form for use by superiors, as appropriate. Works with other assistants (and others) to organize field trips, conferences, and seminars and to ensure maximum participation by target audiences. Help to prepare written reports that reflect an understanding of assigned areas of responsibility. Prepares oral and written briefings for other staff members, and others, on request. PDAs may provide support in maintaining up to date filing systems (electronic and hard copy) of active programs.

c. Compliance Monitoring – 15%

PDAs support AOR/CORs in ensuring that compliance monitoring systems are in place (e.g. family planning and HIV/AIDS requirements, Initial Environmental Examination, Branding and marking requirements, and any/all other agency policy or legislation. Contacts implementing partners (IPs) to collect and monitor data, and prepares status reports and program/project reporting for use within the Team. Provides information on progress in achieving compliance and results for HHE activities, as needed.

Performs other duties as assigned or required.

15 DESIRED QUALIFICATIONS

- a. Education: A university degree in business, business administration, economics, finance, or similar field is required.
- b. Prior Work Experience: Five years of substantive administrative experience is required. This level of experience is necessary because of the urgent and time-sensitive nature of the work to be performed; PDAs must be able to perform at a high level upon entering the job.
- c. Post Entry Training: Familiarization training in USAID-specific procedures, regulations, and methods. Orientation to working from a donor agency perspective will be provided. On-the-job training regarding USAID, PEPFAR, and PMI policies, procedures, and regulations, including the Automated Directives Systems (ADS), Mission Orders, and all planning and reporting databases. Formal AOR/COR certification courses (necessary because of the substantive back-stopping role) and other appropriate training will be provided as courses become available, subject to availability of funds.
- d. Language Proficiency: Level IV (fluent) English language proficiency, speaking and writing, is required. Fluency in Luganda is desirable.
- e. Knowledge: A practical knowledge of business correspondence, database management, and budget preparation is required; familiarity with USG programs, policies, and regulations, and a familiarity with the public health issues related to HIV/AIDS, malaria, tuberculosis, family planning, maternal and child health, gender based violence, youth, OVC and women's empowerment and in Uganda are desired.
- f. Skills and Abilities: Must be able to work effectively in a team environment and coordinate well with others. Excellent office management skills and experience are required in order to support the assigned team and the overall HHE Office in developing and implementing effective USAID/Uganda programs/projects, including financial and administrative skills sufficient to track the performance of IPs and program/project activities. The work requires skills in the following areas: office management, administration, and financial tracking; budgeting and planning; computers, including Word, Excel, database software, and PowerPoint software; and the ability to clearly present written and oral information. Exceptional verbal and writing skills, tact, and diplomacy are also required, in order to establish and maintain effective working relationships within USAID and with the public and private sector.

16 POSITION ELEMENTS

- a. Supervision Received: Works collaboratively with assigned AOR/COR(s), and under the general supervision of the Program Support Team Leader. Assignments are made orally and in writing, with a discussion of any elements of the assignment that may be new or to determine priority. Once the office work-flow is established, most assignments will occur in the normal course of the work, but the incumbent must be aware of situations that must be coordinated with superiors. The AOR/COR, Office Chief or Team Leader provides a review of the assignment, the goals and objectives to be achieved, and the results expected. The incumbent must seek advice and assistance as required. Work is reviewed in terms of results achieved.
- b. Supervision Exercised: Continuing supervision of other Mission staff is not contemplated.
- c. Available Guidelines: Available guidelines include USAID, PEPFAR, and any other relevant guidance, rules, and requirements; USAID Mission Orders, Mission strategy, and other relevant reports; the Automated Directives System (ADS); and, USAID Mandatory and Standard Provisions, the FAR and AIDAR, and other published and unpublished guidelines. Many guidelines are general in nature and not specific to the situation at hand; in situations where considerable interpretation is required the incumbent will coordinate with appropriate superiors.
- d. Exercise of Judgment: Good judgment is required to analyze, interpret, and adapt prior experience, particularly as guidelines are updated and new activities developed. Within a range determined by the

incumbent and superiors, the incumbent exercises independent judgment in planning and follow-up of program actions and other assignments. The work involves many different, complex, and interrelated processes. The very nature of public health programming requires sensitivity and discretion in developing interventions and working with diverse partner organizations. These positions support the assigned section and the full HHE Team, other relevant USAID and other USG agency staff, and the support staff of partners (MOH, other donors, NGOs, and the private sector). Exercises significant judgment in resolving operational problems encountered, as well as in determining the need for consultation with superiors when required.

e. Authority to Make Commitments: The incumbent has limited authority, but within the limits of training and experience – during times of backstopping AOR/CORs – the incumbent exercises the authority given to all USAID activity managers and AOR/CORs, and may make administrative arrangements consistent with ADS guidance and Mission policy. The incumbent takes action and establishes priorities based on available guidelines and practical judgment, but guidance must be sought when needed. Within the scope of the authority delegated, the incumbent may indicate to counterpart and IP officials that they will make a recommendation to USAID on a specific activity issue or problem.

f. Nature, Level, and Purpose of Contacts: The incumbent has a wide range of contacts within the Mission, and maintains contact with counterparts and peers in contractor and grantee organizations implementing USAID-funded programs/projects in the sector. Host-government, local, and other contacts vary widely with the type of activity being implemented, but are usually at the counterpart level. When traveling with or in lieu of a AOR/COR, the incumbent has frequent and substantive personal contacts with IPs, local officials, and with the private sector, and may be called upon to explain and defend PEPFAR, and USAID policies, objectives, and procedures, and to transmit and interpret local-official and private-sector attitudes and concerns to superiors upon return.

g. Time Expected to Reach Full Range of Duties: One year.